



## **Booking Terms and Conditions**

Registrations can only be confirmed upon receipt of payment or proof of payment.

Cognition AM Ltd regret that no cancellations can be accepted; however, if a delegate is not able to attend a substitute delegate will be accepted. Conference fees are non-refundable. Registrations at the early rate must be paid in full by the early booking cut off date. Late payment will result in attendance fees being escalated to the full rate.

It may be necessary for reasons beyond the control of Cognition AM Ltd to alter the content, timing and venue. In the unlikely event the conference is cancelled for any such reason, Cognition AM Ltd will make a refund of the registration fee, but do not accept responsibility for any travel, accommodation cost or consequential losses incurred. We therefore recommend that prospective delegates arrange appropriate insurance cover.

### Registration Fee

The registration fee includes attendance to relevant sessions, refreshments, lunch, dinner and contractual documentation. The registration fee does not include hotel accommodation or travel arrangements, and delegates are responsible for making their own accommodation and travel arrangements. Please note that any cancellation of accommodation by the delegate will be subject to that individual hotel's cancellation policy, and Cognition AM Ltd will not be held liable for such charges. Delegates are responsible for their own travel insurance for the event.

### Privacy Policy

By disclosing your personal information to us using this form, you consent to the collection, storage and processing of your personal information by Cognition AM Ltd in the manner set out in this Privacy Policy.

We may use these details to occasionally notify you about products and services we think may be of interest to you. We do not sell, rent or trade your personal information to third parties for marketing purposes without your express consent. Please contact us if you wish for your details to be removed from our database.

### Governing Law

This contract between the delegate and Cognition AM Ltd is governed by the laws of England and Wales and both parties submit to the jurisdiction of the Courts of England and Wales.